



FOREIGN AFFAIRS MANUAL

VOLUME 1 – Organization and Functions

Transmittal Letter: ORG-120

Date: January 2, 2003

1 FAM 040 THE UNDER SECRETARIES OF STATE

MAJOR CHANGES

1. The following offices are deleted from M: Director, Office of Foreign Missions (M/OFM), Congressional Relations (M/LEG), and Moscow Embassy Buildings Control Office (M/MEBCO). The Office of Management Policy and Planning (M/MP) is now the Office of Management Policy (M/P).

2. Other organizational changes have been made throughout as well as minor editorial changes to adhere to the FAM format.

3. Legal authority and additional reference materials can be found at the following web sites:

- Code of Federal Regulations (CFR)—
<http://frwebgate.access.gov/egi-bin/get-cfr>;
- 5 United States Code (U.S.C.)—
<http://www4.law.cornell.edu/uscode>; and
- Office of Personnel Management—
<http://www.opm.gov>

4. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

5. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy the text of the old 1 FAM subchapter 040 and both exhibits (issued under TL:ORG-87 dated 06-23-2000 - 25 pages) and replace them with the attached revised identically numbered subchapter 1 FAM 040, including exhibits (24 pages total).
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:ORG-120, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Open Net site at <http://arpsdir.a.state.gov>.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-government users (include either fiscal information or payment with request, as appropriate).
3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(S/ES-EX)

(M/P)